

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
July 27, 2012

The Human Resource Directors Advisory Committee convened on July 27, 2012 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Bob Lael, University of Illinois at Springfield; Rhonda Wybourn, Northern Illinois University; Celeste Latham, Northern Illinois University; Tammy Carlson, Illinois State University; Brenda Dunn, State Universities Retirement System; Jami Painter, University of Illinois Administration; Maureen Parks, University of Illinois Administration; Eric Smith, University of Illinois Administration; Alicia Lowery, University of Illinois at Urbana/Champaign; Robert Crouch, University of Illinois at Chicago; Angie Doolin, Southern Illinois University School of Medicine Springfield; Penny McCarty, Southern Illinois University School of Medicine; Leslie Arvan, University of Illinois at Urbana/Champaign; Sharon Reynolds, University of Illinois at Urbana/Champaign; Richard Enyard, Eastern Illinois University; Linda Holloway, Eastern Illinois University; Andrew Lenhardt, Southern Illinois University Edwardsville; Greg Cook, Southern Illinois University Edwardsville; Wes Weisenburn, University of Illinois DSCC; Melinda Swearingen, University of Illinois College of Medicine Peoria

The following persons were in attendance via videoconference: Debbie Lewis, University of Illinois at Chicago; Jennifer Watson, Southern Illinois University Carbondale; Joanne Neris, University of Illinois at Chicago; Stuart Clausen, Western Illinois University; Pam Bowman, Western Illinois University. The following person was in attendance via teleconference: Vicki Baba, Illinois Student Assistance Commission.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

1) Review and Discussion of Proposed Rule/Procedure Changes (records retention)

In accordance with other statewide statutory guidelines, the University System has adopted a formal records retention policy. Specific administrative rules and procedures must be modified to match those record retention requirements. Accordingly, the Committee was provided a copy of the following proposed rule and procedural changes consistent with those record retention requirements;

- a) Administrative Rules - Section 250.50(h)*
- b) Examination Procedures Manual – Section 1.4*
- c) Classification Plan Management Manual – Section 1.3(b)(2)*

2) Update on new Demonstration Project ('Rule of Three')

This new demonstration project was approved by the Merit Board at their May 16, 2012 meeting. Formal notice of participation must be submitted by employers, and regular quarterly reports maintained and provided as well. Specific guidelines required of participants in this project were reviewed.

3) Test Security and Exam Compromise

- a) Police Sergeant*
- b) Associate Agricultural Research Technician*

The committee was updated regarding the test compromise on these two exams. An arrest and prosecution of the employee involved in the Police Sergeant test compromise was initiated in Coles County.

The Agricultural Research Technician Series of exams will have to be completely redeveloped. This will take a significant amount of time and resources. The Office of the Executive Inspector General is still conducting their investigation of this matter. The Committee was reminded to review their security measures at each of their test sites.

4) Interviewing for Custom Classifications

The Committee discussed the interviewing process for the applicant register referral pools. With the demonstration project, specifically the custom classes, these pools tend to be much larger. It is important that this data component be monitored throughout the course of the demonstration project.

5) Other University System Office Activities

The Committee was updated on various University System Office activities including:

- *Class Plan Update*
The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. A list of several other class plan activities was presented and discussed.
- *Budget Update*
The Committee was informed of the current agency budget status and some of the legislative activities in this respect.
- *Audit Schedule*
The Committee was informed of the audit schedule for the current fiscal year. The Committee was again informed that the Final Audit Report for each institution will be posted at the SUCSS public website.
- *Legal Update*
The Committee was updated on the status of various discharge cases. Specifically, the Committee was informed that the Merit Board's decision in the Rettig discharge case was overturned by the Circuit Court. The Merit Board upheld the discharge recommendation filed by Northern Illinois University against Officer Rettig, Police Officer. The Circuit Court determined that the Merit Board's decision was in conflict with the manifest weight of the evidence and ordered Officer Rettig to be reinstated with full back pay. NIU appealed this decision to the Appellate Court. The Appellate Court recently reviewed this matter and reversed the Circuit Court decision. The Appellate Court referenced the Last Chance Agreement and upheld the Merit Board decision to discharge.

6) **Meeting Schedule**

The Committee suggested that the next agenda include a possible project to address alternative civil service guidelines for short term or grant funded positions. It was also suggested that some changes to the standardized employment guidelines may need to be made for employees/applicants who are receiving retirement benefits and may be limited in their employment options.

The next meeting is scheduled for Friday, November 2, 2012 (changed from October 26, 2012).